

NATIONWIDE
HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
5TH REGIMENT ARMORY
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (667) 296-3494

POSITION VACANCY ANNOUNCEMENT #23-056

OPENING DATE: 04 April 2023

CLOSING DATE: 04 MAY 2023

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: BN S1/INTEL OFFICER (35A) HIGHEST GRADE AUTHORIZED: CPT/O3

ORGANIZATION AND LOCATION: 629th MILITARY INTELLIGENCE BATTALION, 8601 Odell Road; Laurel, MD 20708

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO OFFICERS IN THE RANK OF 1LT (O-2) PROMOTABLE OR LESS THAN 2 YEARS' TIME IN GRADE AS A CAPTAIN (O-3). TRADITIONAL M-DAY SOLDIERS OF THE MARYLAND ARMY NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP INTO THE MDARNG.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none">1. Must be in a Ready Reserve status.2. If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55th birthday.3. Must not be under current suspension of favorable personnel actions.4. Must not be entitled to receive Federal military retired or retainer pay.5. Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of active service and before MRD.6. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour.7. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re- enter the program.	<ol style="list-style-type: none">1. Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18.2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry.3. Must meet the body composition standards prescribed in AR 600-9.4. Must meet the medical fitness standards for retention per AR 40-501, chapter 3; PHA or flight physical must be within 12 months prior to initial entry. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to initial entry.5. Must be able to complete the Military Education requirements commensurate with the military grade.6. Enlisted Soldiers in grades E6 and above must possess the required grade, MOS and skill level required by AGR duty position (except for detailed recruiting positions) per AR 135-18, Table 2-1(F) 2a: SSG and above not MOSQ may apply, (unless job stipulates otherwise), but must take a reduction to SGT and submit a memo with their application stating they are willing to take a grade reduction to SGT.7. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-026	<ol style="list-style-type: none">1. Must possess the qualifications prescribed in Table 2-4 and not be disqualified under Tables 2-5 or 2-6 IAW AR 135-18.2. Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months.3. Failure to qualify in AGR duty position MOS within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5.4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.5. Soldiers who have not completed a minimum of 18 months of their initial tour may request a waiver of the 18 months stabilization rule_ through their current Command to be approved by the Chief of Staff (CoS).6. Stabilization Rule waiver consists of: Letter from Soldier, Endorsements from Chain of Command (CoC), SF 52 w/Executive Summary from Command, and original application packet.7. A copy of the complete Stabilization Rule waiver along with a copy of the application must reach HRO prior to closing date of the announcement; originals must reach the CoS office prior to the closing date of the announcement.

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DESCRIPTION OF DUTIES: Will serve as the full-time BN S1 for the Bn. Principal advisor to the Battalion Commander for all matters concerning Human Resource support for all assigned and attached battalion personnel. Assist Commander by keeping Soldiers accounted for and combat ready. Responsible for supervising all strength management and strength distribution actions. Responsible for training, readiness, health and welfare of the S1 section personnel. Plans, directs, and manages HR core competencies. Coordinates all aspects of force health protection and religious support for the battalion. Supervises pre and post deployment HR activities. Prepares personnel estimates and annexes to plans. Establishes and documents battalion personnel policies and SOPs. Coordinates essential personnel services for all assigned and attached Soldiers. All other duties as assigned.

QUALIFICATIONS REQUIRED: AOC: 35A or 42B. If applying as 42B, must be able to obtain 35A MOS and TS/SCI within 24 months of hire. If applying as 35A, must be able to obtain 42B MOS within 24 months of hire. AGR applicant must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. Applicant must have a working knowledge of automated office procedures. Applicant must be able to complete the Military Educational requirements commensurate with their military grade. Must not have failed selection for promotion on latest consideration by a mandatory board.

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
3. Initial Tour AGR soldiers who do not become MOS/AOC qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
4. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service.
5. As a condition of employment, service members are required to attend mandatory PEC training courses associated with their FTS positions. Failure to complete course(s) at PEC within the first year of employment may be cause for reassignment to other FT positions or termination from employment.
6. Must sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED **APPLICATIONS WILL NOT BE RETURNED!**

SUBMIT APPLICATION IN ORDER LISTED BELOW-SUBMIT APPLICATION AS ONE PACKET

- ☐ **NGB Form 34-1, DATED 20131111** completed, signed, dated and annotated job number
- ☐ **FMD REPORT**
- ☐ **Current copy of Enlisted Record Brief (ERB)/Officer Record Brief (ORB) (Board Copy only)**
- ☐ **MEDPROS Report** of current Periodic Health Assessment (PHA) within **12 months** and HIV Test within **24 months**
- ☐ **DA Form 3349** must be submitted for Soldiers with Permanent Profiles
- ☐ **ASVAB scores (if not reflecting on ERB, submit REDDs report, or Memorandum with new test scores). Enlisted Only**
- ☐ **Height/Weight Standards- Current** IAW AR 600-9; and provide Tape Test **DA Form 5500 (Males), DA Form 5501 (Females).** (HT/WT is only valid for 6 months) or DTMS Screenshot
- ☐ **ACFT Scorecard or DTMS screenshot** Current Army Physical Fitness retention standards IAW AR 40-501
- ☐ **NCOERs/OERs THREE latest** and as available for junior Soldier/NCO applicants. (Gaps in rating periods **MUST** be explained in writing.) **Letter of recommendations on individuals not requiring an NCOER/OER.**
- ☐ Unit memo verifying no Flagging Actions.
- ☐ Security Clearance Memorandum
- ☐ **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
 - a) **NGB Form 23B** Retirement Points History Statement with **BASD INFORMATION**
 - b) **DD Form 214s.** Provide all (**Long version copies 2, 4, 7, or 8**), **DD Form 215 or DD Form 220 (if applicable)**

Completed questionnaire below::

Y/N

- ☐ Are you currently a Maryland Army National Guard Member? _____
- ☐ Are you currently AGR? If so, what State? _____
- ☐ Are you currently Technician? If so, what State? _____
- ☐ Are you currently deployed? If so, what location? _____
- ☐ Are you currently on ADOS? If so, with who? & what is the ending date? _____

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): _____

EMAIL

SUBMIT ONE PDF DOCUMENT ENTITLED 22-056 BNS1/INTEL OFFICER (35A) TO: ng.md.mdarng.mbx.mdng-hro-agr@army.mil

Applications must be received in the HRO not later than close of business on the closing date!
Applications received after the closing date will not be considered.